

## Meal and Rest Periods Policy

It is the policy of Murray City to provide rest and meal breaks during the course of each regular shift. The duration and timing of these breaks will depend upon the needs of the respective departments. Supervisors are responsible for scheduling breaks.

1. Each full-time regular workday shift shall include a half hour ( $\frac{1}{2}$ ) or one (1) hour non-compensated meal period. This period is normally scheduled by supervisory designation to be between 11:00 a.m. and 2:00 p.m. for a regular 8 or 10 hour shift (but is not required to be provided by the City at any specific time). Before an employee may work through the designated meal period and be compensated, **it must be approved in advance** by their supervisor.
2. Employees may take a 15-minute compensated rest period during each four hour work period, as scheduled by their supervisor. If an employee chooses to not take a break, no additional compensation will be given.
3. Meal and rest periods shall not be adjusted or accumulated to accommodate a shorter work day. Any exceptions must be approved by the Department/Division Head.